

SAMPLE LETTER
Parents' Right to Know
Regulations 200.56

September 1, 20__

Dear Parent/Guardian,

Your child's school receives Title I funding and is included under the regulations of the "No Child Left Behind Act" (NCLB) and with continued enforcement by the Elementary and Secondary Education Act (ESEA) Flexibility Waiver.

NCLB and ESEA require:

- Increased accountability for states and school districts.
- Greater choice for parents, especially those in low performing schools.
- Greater flexibility for state and local education agencies in the use of federal funding.

The No Child Left Behind Act requires the **(LEA Name)** to notify parents when a substitute teacher has given 20 or more days of instruction to their child without being certified in the assignments content area.

This letter serves as a formal notification that your son or daughter's substitute teacher, **(substitute teacher's name)** at **(school name)** has given 20 days or more of instruction without possessing a certification in the **(certification)** content area. **(Substitute Teachers Name)** is emergency certified in all subject areas.

Additional questions regarding the substitute's remaining time at your child's school or the substitute's performance should be directed to the site principal. Substitute credential questions should be directed to **(Individual's Name & phone number)**.

Sincerely,
xxxx

cc: Principal